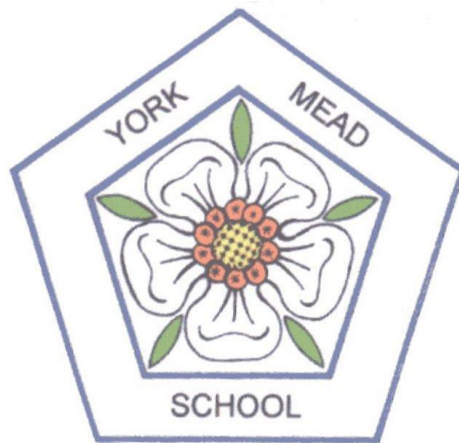


# Medicines In School

Yorkmead J&I School



Approved by:

Governing Body

Date:

Last reviewed on:

Next review due by:

The Board of Governors and staff of Yorkmead Junior and Infants School wish to ensure that pupils with medication receive appropriate care and support at school. The Head Teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

The school follows the Health Protection Agency guidance on infection control. **Please note that parents should keep their child at home if they are acutely unwell or infectious.**

Parents/carers are responsible for providing the Head Teacher with comprehensive information regarding the pupil's condition and medication.

### **Medication in school**

Medication will only be administered at school if it would be detrimental to the child not to do so.

Parents/carers must complete and sign a consent form for the administration of medication.

Only reasonable quantities of medication should be supplied to school and these must be in date.

It is the parent's responsibility to renew medication when supplies are running low and to ensure that medication supplied is within its expiry date.

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil.

Each item of medication must be delivered to the school office, in normal circumstances by the parent/carer, **in a labelled container as originally dispensed** (except in the case of insulin which may come in a pen or pump). Each item of medication must be clearly labelled with the following information:

- Pupil's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

The parent/carer must sign to state that they give consent for school staff to administer the medicine.

Staff will also sign to show when they administered the medicine. The school will not make changes to dosages on parental instructions.

### **Storage**

- Medication will be kept in a secure place out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.
- Allergy medication and inhalers are to be kept in a clearly labelled box in each classroom.
- Some medication (insulin, some antibiotics) may need to be kept in a fridge but not be frozen.
- Emergency medication i.e. Epipens are to be kept in the following location:
  - **School office**

### **Controlled Drugs**

- Medicines which are considered to be Controlled Drugs will be locked inside a separate locked box, kept inside the locked medical cabinet.
- Only named staff will have access to Controlled Drugs. They are:  
Alex Newman-Smith - Head Teacher  
Steve Sutton - Deputy Head Teacher  
Andie Crane - Assistant Head Teacher  
Alison Crathorne - Medical Needs Officer

### **Record Keeping**

- The school will keep records of medication administered to pupils which they will have available for parents.
- It is the responsibility of parents to notify the school if the pupil's need for medication has ceased.
- All records are stored centrally by the school's Medical Needs Officer.

### **Administration of medicines**

- In some cases, it might be appropriate that a child self-administer their medication, e.g inhalers. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Nurse.
- If a child refuses to take their medication, staff will not force them to do so, and will inform the parents as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

- The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements are required. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

### **Emergencies**

All staff will be made aware of the procedures to be followed in an emergency.

Yorkmead Junior and Infants is mindful of its Equality Duties; respecting religious beliefs and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents/carers and Head Teacher will agree an appropriate course of action. The Head Teacher will engage interpreters or signers when required to ensure that a full understanding of a child's medical needs is determined accurately.

The member of staff responsible for overseeing medical arrangements is Mrs Crathorne.

Awaiting Ratification